

Kiwanis

California-Nevada-Hawaii District

www.cnhkiwanis.org

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January 5, 2010

Dear Exhibitor,

We are contacting you in anticipation of your need for an exhibit space at our Mid-Year Conference(s).

We have included an application and contract that must be returned to our office no later than **February 5, 2010**, in order to secure exhibit space. Please complete these forms carefully.

The application also contains the details of the dates and times for setup and exhibit hours; **please retain a copy for your records**. We will send you a confirmation when we have accepted your application.

Our Mid-Year Conference exhibits are limited to 6' or 8' tabletop displays. The size of the table is dependant on the hotel's inventory and the space allotted. There is no pipe and drape for booths at Mid-Year. Remember, also, hotels do not allow any articles to be attached to their walls, so your setup must take this into consideration. We will do our best to accommodate your needs.

If you are a Kiwanian, and you are requesting an exhibit booth, you are required to register to attend the conference(s). Enclosed are conference registration forms which also have hotel reservation information for your use. If you are attending both conferences, you only have to submit one registration fee (the **second conference is complimentary**), but you must pay for meals at each conference you attend. Please submit separate payments (whether paying by check or credit card) for the booth application and conference registration.

If you need any further information, please feel free to call me.

Sincerely yours,

Pete Horton

PETE HORTON
District Secretary

PCH:jrc

Enclosures: Booth Application and Contract Page

